

**CLASS TITLE: ASSISTANT DIRECTOR (DHS)
FOR LEGAL SERVICES**

**Class Code: 02990700
Pay Grade: 41A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Director of the Department of Human Services, and the Assistant Directors in the overall planning and administration of all departmental activities particularly in regard to the application and implementation of all legal aspects; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director with considerable latitude for the exercise of independent judgement and initiative; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: To plan, organize, coordinate and direct the work of a staff of legal, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work assisting the Director in planning, coordinating, implementing and controlling the functions of the various divisions of the Department of Human Services.

To keep officials within the Department of Human Services informed of the Director's decisions and recommendations on programs and policies; to contact these officials at frequent intervals to ascertain the actions taken by them relative to such decisions and recommendations and to make reports thereon.

To assist the Director in the examination of plans, programs and services that will identify needs and resources and reduce duplication, in effectiveness.

To assist in the formulation and implementation of new proposals, programs and policies regarding Human Services' programs and services.

To perform required liaison work with advocacy groups, state departments, federal agencies, local governments and private citizens to coordinate various services and maximize resources in developing programs.

To review existing laws, proposed legislation, rules and regulations and to report thereon to the Director.

To attend meetings and conferences involving federal, state and local officials, professionals and the public; as required to represent the Director at such meetings or conferences.

To provide legal assistance to the Director as required in the carrying out of his/her responsibilities.

To supervise and conduct administrative adjudication, together with subsequent judicial enforcement appeals, if any, regarding applications for benefits, permits and licenses the Department is authorized to grant.

To serve as a Chief Legal Officer for the Department of Human Services with responsibility for directing the work of a staff engaged in providing legal advice and services for the Department.

To be responsible for the work of the staff of the Office of Legal Services engaged in:

Providing legal opinions to the Director and staff of the department; preparing for the Director draft material for proposed amendments to the Acts administered by the Department; and drafting rules and regulations concerning the provisions of such Acts; development of manuals of precedents based upon policy statements of the Director for the guidance of all individuals making decisions under such Acts; preparing legal guides on specific matters for the

personnel of the Department; and developing and planning a legislative program.

To prosecute cases before federal and state courts.

To participate in the formulation and effectuation of overall legal policy; to be responsible for the planning and programming of divisional activities; and to coordinate such activities with overall departmental activities.

To supervise and conduct administrative adjudication, together with subsequent judicial enforcement actions, regarding persons who violate any of the laws or rules or regulations administered by the Department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island General Laws and Federal Acts and Regulations administered by the Department; the ability to interpret the provisions of such Acts and to prepare opinions relating thereto for use in the administration of the functions of the department; the ability to prepare, or direct the preparation of, briefs, and rulings and miscellaneous legal documents; the ability to draft rules and regulations having the force and effect of law while, consistent with the purpose and provisions of these Acts; the ability to exercise independent judgement in making decisions in unusual cases involving legal matters; the ability to plan, organize, coordinate and direct the work of a staff, including attorneys, engaged in handling departmental matters of a legal nature; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited law school; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative and supervisory capacity within a legal services program as a practicing attorney specializing in welfare, family, and administrative law and experience in the interpretation and application of pertinent laws, rules, regulations and decisions relative to Human Services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: August 31, 1986

Editorial Review: 3/15/2003